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## CALL TO ORDER

The meeting was held in the Riverside Meeting Room at the Baker County Public Library, 2400 Resort Street, Baker City, Oregon, the administrative building for the District.

Directors present were Kyra **Rohner**, Beth **Bigelow**, Ashley **McClay**, and Jacque **Cobb**. Joan **Spriggs** attended via Zoom. Also present in person were Perry **Stokes**, Director, and Christine **Hawes**, Business Manager.

No other guests attended in person or via Zoom.

President Kyra Rohner **called the meeting to order at 5:02 p.m.** A quorum was present.

**Roll call:** Kyra Rohner, Beth Bigelow, Ashley McClay, Joan Spriggs, Jacque Cobb, Perry Stokes, and Christine Hawes.

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## CONSENT AGENDA

Rohner asked whether there were any additions to or deletions from the agenda.

- There were no changes to the minutes.
- Stokes noted changes to the agenda: the board would focus on the Technology and Internet Use Policy, and a late addition was made for a Plan of Action resolution. The remaining two policy items were moved to a future meeting to allow time for review.

***Cobb made a motion to approve the consent agenda as presented; Bigelow seconded; motion passed unanimously (5 yea).***

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## CONFLICTS OF INTEREST

Rohner asked whether any conflicts or potential conflicts of interest should be declared.

- There were none.

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## OPEN FORUM / CITIZEN COMMENTS

Rohner asked whether there were any citizen comments.

- No one from the public was present. Stokes reported no communications to share.

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## OLD BUSINESS

Rohner stated for the record that there was no old business.

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## NEW BUSINESS

### Resolution Plan of Action for Audit Division

Rohner moved to New Business, starting with a plan of action.

Stokes reviewed the resolution. The auditor identified a deficiency in internal controls, noting that no staff member has the training or qualifications to independently review the Business Manager's financial work. The proposed **Plan of Action** is to continue the District's current procedures, as the Business Manager retains full responsibility for preparing and overseeing all financial statements, and the District does not have the capacity to hire an additional qualified financial employee.

Hawes informed the board that the audited report has been filed with the state and that submission of the Plan of Action is required to complete the audit filing process.

**McClay made a motion that we adopt Resolution FY2025-26.05 Adopting a Plan of Action for Audit Division; Cobb seconded; the motion passed unanimously (5 ye).**

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### Discussion to add board profiles to website

Stokes introduced this agenda item by displaying the Hood River Library website to illustrate how that library includes a photo and brief biography for each board member, written by the individual directors. He asked the board for feedback on whether they would be interested in adding similar content to the Library District website, noting that if the board was not in favor, the discussion would end.

Bigelow asked for Stokes's perspective, followed by Rohner asking about the advantages of providing this content. Stokes stated that board member photos and biographies would provide the community with additional information about the board's background and perspectives, increase transparency, and help the public better understand the Library District's governance.

Stokes was asked whether he receives calls regarding board members. He responded that he does not typically receive inquiries about board membership, except when a new board member is appointed, or preceding an election.

McClay stated that she did not have concerns about adding a photo and biography. Cobb commented that if the addition helps make the board more accessible, it could be beneficial. Bigelow noted that in a small community, many residents already know the board members. Cobb shared that when she was first interested in joining the board, she reviewed the website and felt that the current information—names, term expiration dates, and contact information—might already be sufficient. McClay added that she liked the idea of the public being able to view this information as a way to better understand what the library represents. Spriggs noted that as a volunteer at the Halfway Library, she values the public-facing role of the board. Discussion continued regarding the advantages and drawbacks of adding photos and biographies.

Bigelow stated that she could support either option and again asked Stokes for his recommendation. Stokes reiterated that adding photos and biographies would help connect with the public, increase transparency, and engage community support by putting faces to names. He noted that as elected officials, visibility can be important. Stokes added that he would include his own photo if the board chose to move forward.

Spriggs asked about the timeline for submitting photos and biographies. Stokes requested that the information be provided within **60 days** and noted that he had included an outline in the annotated agenda to assist board members.

By consensus, the board agreed to add photos and brief biographical information to the Library District website.

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## Policy Review - Technology Use

Rohner moved to the policy review.

Stokes stated that the Technology and Internet Use Policy provides some liability protection for the District and explained the purpose of the policy. He reported that the policy had been updated, restructured, and modernized. The policy references the District's Privacy and Confidentiality Policy, which is linked within the document. A list of changes was included in the board packet. The board reviewed the policy, and discussion ensued.

Cobb asked about Item #4, **Privacy and Confidentiality**, which states that parental access to a child's technology use is governed by the Privacy and Confidentiality Policy. She asked for clarification. Stokes explained that the library does not monitor individual patrons' technology use or maintain records of what children have read or accessed; therefore, staff cannot provide that information. It is the responsibility of parents or guardians to monitor their child's technology use. Patrons may choose to enable a checkout history feature through the *My Account* portal in the Sage catalog; however, even when enabled, staff are unable to access that history.

Stokes further explained that the District does collect general, aggregate data on the types of resources and services used by patrons, but not data tied to individual users. He reviewed circumstances under which information may or may not be disclosed.

Stokes then reviewed additional sections of the policy:

- **Item #5, Cybersecurity and User Responsibility:** The library does not guarantee the security of information transmitted over its networks.
- **Item #6, Content Filtering (CIPA):** Content filtering is required by federal law. Certain websites and content are blocked to comply with CIPA requirements. Patrons may request that filtering be removed for their use; however, this may take a reasonable amount of time depending on staff availability.
- **Item #7, Use by Minors:** Parents or guardians may request restrictions or limits on access. Stokes discussed issues related to gaming and nudity content. In some cases,

patrons may be asked to move to a more private space when viewing content not appropriate for a shared space environment.

Stokes reviewed the **Exceptions** and **Staff Redirection** sections, as well as **Item #10, Staff Assistance and Limits**, noting the limitations on the guidance and technical support staff are able to provide and how such situations are handled. Further discussion followed.

Cobb commented that she appreciated how the updated policy separates and highlights specific topics, making them easier to locate and understand.

Cobb moved to approve the updated Technology and Internet Use Policy, with the change of moving one item into the bullet-point list. Bigelow seconded the motion. The motion passed unanimously (5 yeas).

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## Policy Review - Public Records

Item tabled to the next meeting.

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## Policy Review – Cardholder Responsibility

Item tabled to the next meeting.

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## REPORTS

### Director’s Report

Stokes gave the directors report.

**Branch Incident** - The Haines Library experienced an incident involving two young men engaged in a physical altercation. The aggressor was trespassed from the library for a period of three months.

**Foundation and Friends** - The Friends book sale will run from **January 23 through January 31**. On the final day of the sale, items regularly priced at \$1.00 will be discounted to \$0.25. Book donations have been temporarily suspended. The Friends president has sent regrets for recent unavailability due to personal matters.

**Marketing** - Stokes reported that he is working with Eltrym Theatre to screen the documentary film *The Librarians* at the theatre.

**Personnel** – One of the District’s Library Technicians has resigned to accept a position with a state agency offering greater pay and advancement opportunities. The employee provided exceptional service, particularly in cataloging and other highly skilled, detail-oriented work. The vacant position was posted on the library website, and the application window closed last weekend. Approximately six applications were received.

**Programs** – Two district staff have collaborated to create a public activity primarily for youth titled **Hunting Ducks in the Library**. The program is a timed treasure hunt for toy rubber ducks, with designated time frames during which a staff member is present to officiate. Stokes commends the two for their efforts on offering another engaging, fun family program for the community.

**Security** - Over the holidays, UniFi offered a substantial discount on security cameras. Stokes ordered approximately **\$6,000** in equipment through the sale to replace older model cameras throughout the District.

**Technology** – The District’s IT Manager has made significant progress with improving internet service at the Huntington Branch. T-Mobile provided new equipment that increased internet speeds from **5M** to **40M**. The Sumpter Branch requires a new WiFi access point.

**Vacation** - Stokes reported on his recent three-week vacation and noted that he returned to work on January 12. He shared that he enjoyed the experience.

With no further questions, Rohner moved to the financial report.

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## Financial Report

**Hawes presented the financial reports. Printed and electronic copies were distributed.**

### General Fund

#### Resources:

- Received three tax turnovers totaling **\$629,404** in December.
- Year-to-date tax revenue is **95%** of the current-year budget (prior year: **91.7%**).
- Received pool interest of **\$4,867** for December pool investments.
- Received **\$4,177** from the USAC E-Rate program for internet services reimbursement (July–November 2025).
- Received the annual OTEC capital credit of **\$507.88**.

#### Personnel Services:

- Personnel Services are **57.4%** expended compared to an anticipated **58.3%** for seven months into the fiscal year.
- For benefits:
  - Group health insurance is at **59.4%** of budget.
  - PERS expense is at **57%** of budget.
- PERS reporting is current, with December and January paid.
- Hawes reported that the District’s COBRA retiree expects to transition to Medicare around **May**.
- Overall, Personnel Services are on target with the budget.

#### Materials & Services:

Check highlights include:

- **Book & Periodicals**
  - Checks included the monthly Ingram invoice of **\$4,148.93** for book purchases.
  - A check was issued to EBSCO for **\$1,666.00** for the MyHeritage online subscription.
  - Recent Visa activity included VUDU electronic movie purchases of **\$3,781.38** and **\$2,190.26**.
  - The collection budget is **86.9%** expended.
- **Visa statements**
  - Two Visa statements were provided for board review.
  - The December Visa statement dated **December 17** (after the last board meeting) and the January Visa statement have been reconciled, with payments scheduled for this week.
  - Summaries are attached for review; detailed transaction information is included, and highlights were noted as the review progressed.
- **Facilities Maintenance**
  - Two checks for Huntington Branch Library maintenance:
    - Stan's Heating (**\$417.70**) for quarterly HVAC service.
    - Marv's Glass (**\$500.00**) for a front-door repair.
  - A check was issued to Shankle Landscaping for **\$1,630** for December snow removal.
  - This new vendor was selected from quotes and replaced the long-time vendor who retired.
- **Computer Maintenance**
  - A check was issued to SenSource for **\$1,440** for the door-counter software subscription.
  - Visa charges included:
    - GoDaddy subscription renewals in December totaling **\$2,679.94** for email accounts.
    - A January charge to Ubiquiti for **\$6,020.16** for cameras ordered as the District continues replacing outdated and nonfunctional equipment.
- **Bookmobile and Vehicle Operations**
  - A check was issued to Grumpy's for **\$1,121.65** for GMC brake work and repairs.
  - A Visa charge was made to Gordon Truck Centers/Freightliner in La Grande for **\$441.52** for the bookmobile inspection and evaluation.
  - Visa charges also included American Library Association association dues totaling **\$340.00** for library and youth memberships.
  - The audit filing fee of **\$350.00** was paid by Visa on **December 30** after the auditor filed the report with the Oregon Audit Division online.
  - District utility budgets were reviewed and remained within budget.
  - In Telecommunications, corrections were noted, and the Huntington Branch Library was moved from U.S. Cellular to T-Mobile, reducing the monthly cost from **\$107** to **\$41**.

### Other Funds:

- Received pool interest of **\$847.98** (allocated by department) and Amazon Book Sales of **\$321.74** in December.
- No checks were written from Other Funds this month.
- Two Visa payments were made for book shipping costs:
  - **\$89.15** in December
  - **\$76.58** in January

### Capital Investment Fund:

- Received pool interest of **\$361.72**.
- No other activity.

### Sage Fund:

- Received pool interest of **\$1,364.81** for December.
- Issued checks to five small couriers totaling **\$2,420.43** (including one check added at the last minute for November/December courier services), plus a **\$900** payment made on **12/30/25**.
- Issued a check to Backstage Library for **\$288.40** for monthly records maintenance.

### Governance & Controls

- Approved Bills Reports for each fund were included with check packets for Board review and signature.

### Discussion

Rohner asked about storage costs.

- Stokes said most of the stored items are metal shelving, some of which has been sold or gifted to partner libraries and agencies as surplus property.
- The plan is to reduce the stored inventory this year and, if possible, discontinue the storage unit.

Cobb asked about the status of Sage funding for the next budget cycle .

- Stokes discussed potential federal funding changes reported in the media and noted that grant funding to support the Sage courier beyond July is not guaranteed.
- He reviewed recent developments with the federal library and museum agency.

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## NEXT MEETING

Rohner asked for any further questions. None were raised.

- The next regular board meeting will be held **February 10 at 5:00 p.m.**

## ADJOURNMENT

There being no further business, *Rohner adjourned the meeting at 6:07 p.m.*

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Respectfully submitted,

Perry Stokes  
Secretary to the Board

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***AI disclosure:*** These minutes were edited with the assistance of an AI-based language tool to support grammar, clarity, formatting consistency, and professionalism. All substantive content, decisions, and financial figures were reviewed and approved by library staff.